

## Chapter 10 - Civil Mediation - MED

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## Civil Mediation Screen

The civil mediation screen is used to add information about mediation between the plaintiff and defendants.. You must have security to update case information.

### Accessing the Civil Mediation Screen:

```
NXT TRAN  C  MED  TYPE  ADD  CASE NBR  20025555  REC NBR__
```

From the Next Tran Line, enter C MED in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the schedule screen.

The screenshot displays the 'MEDIATION ADD' screen. At the top, it shows the case number 03001031, type CZ, and date 1/01/2003. The title is 'TEST PLAINTIFF,, VS TEST DEFENDANT,,'. Below this, there are fields for MICROFILM #, STATUS 0, CLOSED, REOPEN, and PUBLIC P. A section for 'MEDIATION ORDERED' and 'MEDIATION NOTICE SENT' includes fields for HEARING DATE, TIME, and LOCATION. A 'MEDIATION PANEL' section lists three parties: #1 PLA TEST PLAINTIFF,, #2 DEF TEST DEFENDANT,, and #3. Below this is a table with columns for PARTY #, DESC, NAME, ATTN, FEE/AMT PAID, BRIEFS FILED, SERVICE DATE, and ACC/REJ. The table contains two rows: 1 PLA TEST PLAINTIFF,, and 2 DEF TEST DEFENDANT,. At the bottom, there is a 'NXT TRAN' section with fields for C, MED, TYPE, ADD, CASE NBR, 03001031, and REC NBR. A footer bar shows '07/020' and a session status message.

MEDIATION ADD  
 CIVIL# 03001031 TYPE CZ CASE# 00000000 TYPE JUDGE 19081 DATE 1/01/2003  
 TITLE TEST PLAINTIFF,, VS TEST DEFENDANT,,  
 MICROFILM # STATUS 0 CLOSED REOPEN PUBLIC P  
 DISPO CODE  
 =====  
 MEDIATION ORDERED MEDIATION NOTICE SENT  
 HEARING DATE TIME LOCATION  
 =====  
 MEDIATION PANEL:  
 #1 #2 #3  
 PARTY NAME ATTN FEE/AMT BRIEFS SERVICE ACC/REJ  
 # DESC PAID FILED DATE  
 1 PLA TEST PLAINTIFF,,  
 2 DEF TEST DEFENDANT,,  
 =====  
 NXT TRAN C MED TYPE ADD CASE NBR 03001031 REC NBR  
 F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes  
 F14=Dockets  
 MA b 07/020  
 I902 - Session successfully started \\SCAO\IN54QL5 on Ne05:

Following are the field descriptions for the Schedule Screen.

### ~Mediation Ordered~

Enter the date that mediation was ordered for this case.

### ~Mediation Notice Sent~

Enter the date that the mediation notice was sent.

### ~Hearing Date~

Enter the mediation hearing date.

**~Time~**

Enter the time of the mediation hearing.

**~Location~**

Enter the mediation location as entered in the file maintenance screen.

**~Mediation Panel~**

Enter the mediation panel's bar numbers.

**~Party #~**

This is the party number assigned to this party by the system.

**~Description~**

This is a display of the parties description as entered on the header/party screen.

**~Name~**

This is the name of the party as entered on the header/party screen.

**~Attorney~**

This is a display of the parties attorney as entered on the header/party screen.

**~Fee/Amount Paid~**

Enter the fee or the amount paid for this party.

**~Briefs Filed~**

Enter the date this party filed its briefs.

**~Service Date~**

Enter the service date for this party.

**~Accepted/Rejected~**

Enter an "A" if Accepted or an "R" if Rejected.

## Adding or Modifying Mediation

From the Next Tran Line, enter the following:

### Adding:

```
NXT TRAN  C  MED  TYPE ADD  CASE NBR  20035555  REC NBR  __
```

### Modifying:

```
NXT TRAN  C  MED  TYPE MOD  CASE NBR  20035555  REC NBR  _1
```

When all information has been added, press <Enter> and the system will display the screen you have requested.

The screenshot displays a window titled 'B' with a menu bar (File, Edit, View, Communication, Actions, Window, Help). The main area shows the following information:

**MEDIATION ADD**

CIVIL# 03001031 TYPE CZ CASE# 00000000 TYPE    JUDGE 19081 DATE 1/01/2003  
 TITLE TEST PLAINTIFF,, VS TEST DEFENDANT,,  
 MICROFILM #            STATUS 0 CLOSED            REOPEN            PUBLIC P  
 DISPO            CODE           

=====

MEDIATION ORDERED            MEDIATION NOTICE SENT             
 HEARING DATE            TIME            LOCATION           

**MEDIATION PANEL:**

#1            #2            #3           

PARTY # DESC	NAME	ATTNY	FEE/AMT PAID	BRIEFS FILED	SERVICE DATE	ACC/REJ
<u>1</u> <u>PLA</u>	<u>TEST PLAINTIFF,,</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<u>2</u> <u>DEF</u>	<u>TEST DEFENDANT,,</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

NXT TRAN C MED TYPE ADD CASE NBR 03001031 REC NBR             
 F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes  
 F14=Dockets

MP b 07/020  
 I902 - Session successfully started {}SCAO\IN54QL5 on Ne05:

Enter all information regarding the event and press <Enter>. The system will save the information.

## Inquiring on Mediation

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number.

NXT TRAN C MED TYPE INQ CASE NBR 00333325 REC NBR    

Press <Enter> and the system will display the following screen.

**MEDIATION INQ**

CIVIL# 03001031 TYPE CZ CASE# 00000000 TYPE     JUDGE 19081 DATE 1/01/2003  
 TITLE TEST PLAINTIFF,, VS TEST DEFENDANT,,  
 MICROFILM #            STATUS 0 CLOSED            REOPEN            PUBLIC P  
 DISPO            CODE    

=====

MEDIATION ORDERED 8022004 MEDIATION NOTICE SENT 8022004  
 HEARING DATE 9162004 TIME 1100 LOCATION 1 test data

MEDIATION PANEL:

#1 12345 CROCKETT,GEORG #2            #3           

PARTY # DESC	NAME	ATTNY	FEE/AMT PAID	BRIEFS FILED	SERVICE DATE	ACC/REJ
<u>1</u> <u>PLA</u>	<u>TEST PLAINTIFF,,</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>   </u>
<u>2</u> <u>DEF</u>	<u>TEST DEFENDANT,,</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>   </u>

NXT TRAN C MED TYPE INQ CASE NBR 03001031 REC NBR      
 F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes  
 F14=Dockets

MP b 22/014  
 I902 - Session successfully started {}SCAO11N54QL5 on Ne05:

## Deleting Mediation

From the Next Tran Line enter the following information:

NXT TRAN C MED TYPE DEL CASE NBR 20035555 REC NBR 1

When all information has been added, press <Enter> and the system will delete the requested schedule.

The screenshot displays the 'TRANSACTION REQUEST SCREEN' for user 'C44ANGIE' on '05/2003'. It lists several transaction categories: Probate Transactions, Receivable Transactions, Vendor Transactions, Accounting Transactions, Adoption Transactions, Reports, and Other Options. Each category contains a list of specific transaction codes and their descriptions. At the bottom, a message states 'Record(s) deleted successfully' with an arrow pointing to it. The screen also shows function key shortcuts (F3-F20) and a status bar at the bottom indicating the connection to a remote server.

USER: C44ANGIE      TRANSACTION REQUEST SCREEN      RELEASE: 05/2003

<b>Probate Transactions</b>	<b>Receivable Transactions</b>	<b>Vendor Transactions</b>
HDR - Case Header	ARM - Master Inquire	APD - Other Vendor Maint.
PTY - Party	ARU - Master Maintenance	APA - Attny Vendor Maint.
SCH - Schedule	CHK - Master Payment Inq	APF - Facil Vendor Maint.
SUM - Summary	LUP - Receipt Inquiry/Void	APV - Voucher Processing
MED - Mediation	ARP - Receive Payments	API - Voucher Inquiry
FRD - Financial Order	ADJ - Adjustment	APP - Voucher Payments
DOC - Documents	CRM - Credit Memo	APJ - Voucher Adjustments
		<b>Accounting Transactions</b>
		ACT - Account Maintenance
		BMT - Budget Maintenance
		BIQ - Budget Inquiry
		PRM - Price File Maint.
	<b>Adoption Transactions</b>	<b>Other Options</b>
<b>Reports</b>	ADC - Adoption Case Header	REL - Release Information
RPT/PRO - Probate	ADP - Adoption Party	CNI - Central Name Index
RPT/FIN - Financial	ADE - Adoption Event	CPI - Cir/Pro Name Index
RPT/ADP - Adoption	ADS - Adoption Case Summary	CCL - Central Calendar
	ADF - Adoption Forms	

NXT TRAN C MED TYPE DEL CASE NBR 65000010 REC NBR    

F3=Exit    F5=Setup    F6=System Commands    F8=Juvenile    F9=Name Lookup  
 F10=Name Update    F14=Docket Request    F16=Inv/Date    F20=File Maintenance    Help

Record(s) deleted successfully

MP b      21/013  
 Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:

The system will automatically delete the records.